

# RURAL DOMESTIC VIOLENCE AND CHILD VICTIMIZATION ENFORCEMENT GRANT PROGRAM CODEBOOK

## ***INTRODUCTION***

This Rural Domestic Violence and Child Victimization Enforcement Grant Program (Codebook) has been designed by the Victims Services Section of the Department of Criminal Justice Services for local grant-funded rural domestic violence programs. We hope the Family Violence Service Coordinators will find it useful when completing the Quarterly Progress Report. This may also be a useful resource for localities wishing to develop and implement policies and services designed to promote the early identification, intervention and prevention of domestic violence and child victimization.

This codebook attempts to provide a comprehensive explanation of the function of the Rural Grant program.

There are three parts to the Codebook. The Codebook is organized as follows:

- The first section contains **instructions** for completing the Quarterly Progress Report. The numbering in this section corresponds to the numbering in the Quarterly Progress Report. A staff person can complete the form while referring to the instructions.
- The second section includes important **definitions** of terms used in the Quarterly Progress Report.
- The third section contains **appendices**. Included are copies of forms and worksheets; an alphabetized listing of crimes; and a copy of *Virginia's Crime Victim and Witness Rights Act*, with copies of all statutes referenced in the Act.

The terms domestic violence and family abuse are used interchangeably in this document.

We hope these materials are helpful and informative. If you have suggestions for corrections, additions, or deletions, please contact the Victims Services Section with comments for the next revision.

## **Section I:**

### ***Instructions for Completing the Quarterly Report***

The most current Quarterly Progress Report is **Rural Program Quarterly Report Effective Date 7/1/2000** (this label can be found on the top right corner of the first page). Please print or type information clearly.

### **I. Program Information**

**Question 1: Insert the name of the program;** for example, “Monroe County Family Violence Task Force.”

**Question 2: Original Grant Number: Insert the number found on the Statement of Grant Award.** This is the number that identifies your grant-funded program. It is assigned every year when the grant application is submitted to DCJS. The number can be found on the notice of receipt and on the Statement of Grant Award. **All correspondence to DCJS must include this number.**

**Question 3: Insert the name of the person completing the report.**

**Question 4: Check the period of time covered by the Progress Report.** The Rural Program Grant provides funding for eighteen months. The “fiscal year” for rural grants runs from July 1 through June 30. The fiscal year is labeled by the year in which the grant ends. For example, for the grant year July 1, 2000 through June 30, 2001, the fiscal year is 2001. The remaining months of the grant should be reported as 2002.

The “quarter” refers to the three-month period of time that the Report covers. The quarters begin with the fiscal year on July 1. Consequently,

- “First Quarter” covers July 1 through September 30.
- “Second Quarter” covers October 1 through December 31.
- “Third Quarter” covers January 1 through March 31.
- “Fourth Quarter” covers April 1 through June 30.

## **Financial & Progress Reports Due Dates**

**Reports are due by the 12th working day** following the close of the quarter covered in the report. Financial reports are required even if no expenditures have occurred. DCJS requires **two** copies of the financial report and **two** copies of the progress report.

<b>QUARTER ENDING</b>	<b>DUE DATE</b>
9/30/2000	10/18/2000
12/31/2000	1/19/2001
3/31/2001	4/17/2001
6/30/2001	7/18/2001
9/30/2001	10/17/2001
12/31/2001	1/21/2002
3/31/2002	4/16/2002
6/30/2002	7/17/2002

If a rural grant program finds that it is impossible to get the quarterly report submitted to DCJS by the required deadline, the program must notify the Rural Domestic Violence Analyst in the Victims Services Section **in writing** to request an extension. There must be a reasonable cause for this delay (e.g. computer problems, a staff vacancy, etc).

The Criminal Justice Services Board (CJSB) has adopted the following policy:

A key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements. **No current recipient of funding through the rural grant program will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than 30 days overdue.** For good cause, submitted in writing, DCJS may waive this provision.

The program should retain all client and financial records for at least three years from the last audit. Any records older than the required retention period may be stored or purged, at the discretion of the program director and sponsoring agency.

The information you provide about the performance of your grant provides DCJS with the information necessary to complete the reports that are required by the Federal Violence Against Women Office. Accuracy and completeness of the information you provide is of the utmost importance. If you have any questions about how to interpret a question, please call the Victims Services Section of the Department of Criminal Justice Services and ask for the Rural Domestic Violence Analyst (804) 786-5367.

## II: Victim Demographics and Services

**All questions refer to the quarter for which the report is being completed. Do not report on more than one quarter in each report. Each victim should be counted only once for each crime, regardless of the number of charges or defendants.**

The questions in this section provide information about all of the victims served during the quarter. Using the Victim Data Sheet (Attachment **A**) with each victim will aid in collecting the data needed to complete the Quarterly Report. **Do not include the names of any clients.**

**Section A** requests demographic information only on **new direct service victims**. **Section B** requests service information on **both new and carry-over direct service victims**.

Provide the characteristics of new direct service victims served, by the categories identified. In situations that prohibit making an accurate determination about the victim's characteristics (e.g. during telephone contacts), this requirement may be waived; mark the "Unknown" category. Please keep the number of "Unknown" characteristics to a minimum.

Note: When working with an adult, who was molested as a child, the age recorded should be her current age, not the age she was molested.

The "Disabled" categories include any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. "Major life activities" means functions such as caring for self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

### A: Victim Demographics

**All of the questions in this section (II-A) refer only to new victims served by the Family Violence Services Coordinator.**

**Question 1:** In this section, include all new victims with whom initial contact was made during the quarter covered by the report. **Add the total in each category to determine the total number of new victims.**

**Question 2:** List the number of new victims referred to the Family Violence Services Coordinator by each referral source during this quarter.

***Tracking the number of victims by each referral source will provide information about how victims are learning about services. If some potential referral sources do not refer victims, or the number referred is lower than what is expected, consider meeting with the management and staff of that organization to explain the availability of services. A way to evaluate if the***

**Question 3: Report** the total number of new victims served this quarter by the Family Violence Services Coordinator by type of crime. If a victim suffered multiple types of crime, include her/him in each appropriate category. The total number of victims reported here may add to more than the total number reported in question 1.

Note: Other crimes are associated with domestic violence. Consequently, a defendant may be charged with a crime other than family abuse. For example: Mrs. Smith seeks services from the Family Violence Services Coordinator, but her husband, Mr. Smith was not charged with family abuse, he was charged with brandishing a weapon at her. Count Mrs. Smith under the category of domestic violence.

#### **FAMILY ABUSE**

Virginia Code § 16.1-228 defines Family Abuse as follows: "Family abuse" means any act involving violence, force, or threat including any forceful detention, which results in physical injury or places one in reasonable apprehension of serious bodily injury and which is committed by a person against such person's family or household member.

**Question 4: Report** the total number of new victims served this quarter by the relationship between the victim and the offender. If the victim was victimized by perpetrators in multiple categories, please include her/him in each category. This means the total number reported here may add to more than the total number reported in question 1.

Note: Count victims having a child in common as "Victim is currently or formerly in an intimate relationship with offender".

### **B. DIRECT SERVICES PROVIDED BY THE FAMILY VIOLENCE SERVICES COORDINATOR**

**Question 1:** Report the total number of carry-over victims who received at least one service during the quarter. Included services are listed below. Definitions for each service are on pages 16-18 of this codebook.

- (A) Safety Planning
- (B) Crisis Intervention
- (C) Follow-up Counseling
- (D) Referral for Shelter/Safe house
- (E) Referral for Financial Assistance
- (F) Protection Information
- (G) Information and Referral to Other Services
- (H) Court Accompaniment
- (I) Companion Service
- (J) Liaison with other Services/Service providers
- (K) Criminal Justice Process-Options Explanation
- (L) Other services

**Question 2:** Report the **total** number of victims (new and continuation) served by the Family Violence Coordinator who obtained a protective order **this quarter**. (This includes Emergency Protective Orders, Preliminary Protective Orders, and Permanent Protective Orders.) See page 13-14 for a definition of each type of protective order.

Additional information about of the types of protective orders can be found in “Understanding Your Domestic Relations Rights in Virginia” a booklet produced by the Metropolitan Richmond Women’s Bar Association (804/213-9293).

**Question 3:** List the number victims who received each service **and** the number of times each service was provided in this quarter by the Family Violence Services Coordinator (Please note, not every victim will receive every service). **This includes services to new victims and carry-over victims.** Service definitions are on pages 16-18 of this codebook.

### III. **AGGREGATE DATA**

**Questions 1-7:** Information for questions 1-7 should represent aggregate data obtained from Law Enforcement, Magistrates, the Commonwealth’s Attorney, the 911 system, the Department of Social Services, and other sources for the region included in the grant. **The Family Violence Services Coordinator is not**

**required to have provided any services to the victim for the case to be included in this section.**

**Question 1: Report** the total number in each category for the region served by this grant program. If a county and a town each track protective orders separately, then add them up for each category. **Protective Orders** include Emergency, Preliminary, and Permanent. A Protective Order gives a victim of family abuse the protection of the court against an allegedly abusive partner or household member without bringing a criminal action against the abuser. Definitions of Protective Orders are on pages 13-14 of this codebook.

**Question 2: Report** the total number for each category for this quarter.

**Question 3: Report** the total number in each category for each county served by this grant program. If counties and towns each track 911 calls separately, then add them up for each category. **911 Calls Related to Domestic Violence** is defined as calls that the dispatcher indicates to the officer are of a domestic violence nature. If the area does not have 911 service, please mark "911 service not available".

*Evaluation tip: If law enforcement dispatchers receive training about how to determine if the reason for a call is family abuse or child abuse, it is helpful to track any changes in the number of calls reported as family abuse or child abuse by dispatchers.*

**Question 4: Report** the total number in each category for the region served by this grant program. If counties and towns each track these numbers separately, then add them up for each category. **Domestic Violence or Intimate Partner Homicides** include children, and murder-suicides. For example, if a child and a mother are murdered and the perpetrator commits suicide, the number of homicides is three (3). **Dual Arrest:** Occurs when an officer arrests both parties at the same time, primarily because the officer was unable to determine the primary aggressor.

**Question 5: Report** the total number in each category for the region served by this grant program. If counties and towns each track child abuse cases separately, then add them up for each category.

**Question 6: Report** the total number in each category for the region served by the grant program. If a shelter serves a region larger than the grant service area, work with the shelters to determine how many women and children **from the grant service area only** sought shelter. If two different shelter/safehome programs serve the grant area, work with the shelters to determine the total number of women and children from the grant service area only who sought shelter. **Shelter/safehome** is defined as a domestic violence program that

provides shelter either in a single building operated by a domestic violence program or in private homes that have an agreement with a domestic violence program to provide a safe place of temporary residence. Other shelter situations, such as motel rooms donated or purchased by a domestic violence program are also included in this category.

**Question 7: Report** the number of defendants charged with domestic violence who have had arrests or convictions or additional protective orders issued against them prior to the current incident. For example, a defendant's police record indicates prior arrests for domestic violence or a victim reports obtaining protective orders in the past – no matter how long ago- against this defendant. Include arrests or protective orders that originated in other states.

#### **IV: PERFORMANCE OBJECTIVES**

##### **A. TRAINING**

**Question 1: Record** training **provided to others** by the Family Violence Services Coordinator.

Community education activities designed for victims of domestic violence/child abuse, or to inform the public about available program services and how to obtain such assistance, are allowable.

Indicate the content of the training (topic), the type of audience (law enforcement, social services, a civic group, teachers and guidance counselors, etc.), the length of the training in hours, and the number in the audience for each training presented as a result of this grant program. The goal of all training should be to enhance the safety of women and their children and develop a coordinated community response to domestic violence and child victimization.

**Question 2: List** any training **received** by the Family Violence Services Coordinator during this quarter. Clearly list the topic of the training, the organization that provided the training, and the number of hours of each training attended. Report only on training related to domestic violence and/or child abuse.

##### **B. DOMESTIC VIOLENCE TASK FORCE/COALITION DATA**

**Question 1: List** the total number of hours of Domestic Violence Coalition/Task Force/Council meetings held during the quarter covered by the report.

**Question 2: List** the average number of attendees at each Coalition/Task Force Meeting During the quarter covered by the report.



**Question 3:** List all new agencies or organizations that have become members this quarter. List only agencies and organizations that have become part of the task force, not those that have made a one-time presentation.

**Question 4:** Please list any agencies or organizations that have dropped out of the Domestic Violence Coalition this quarter and list the reason.

## **V: NARRATIVE**

**Question 1: Discuss** the progress that has been made toward developing a domestic violence task force/coalition for the county. If barriers have been encountered, please identify and discuss them here. If a task force/coordinating council already exists, please mark "NA" below.

**Question 2: Discuss** the progress that has been made in collecting data. List the types of data that have been collected, if different than what is requested in this report. Identify and discuss any barriers to data collection.

Collecting data from multiple sources is a rigorous undertaking. Discuss the progress in obtaining the required data. List the types of data that have been collected, if different from what is requested in this report. Programs may choose to collect data that is not required by DCJS. Such information may provide valuable information about victims and services. If the program chooses to collect additional data, please indicate the type of data being collected.

Example: the program may choose to determine how many alleged abusers make threats against their partners during the booking process at the jail. This information may be used to inform victims of additional risk, aid in obtaining protective orders, and/or be used during sentencing.

**Question 3: Discuss** the progress that has been made in analyzing the data. Identify any barriers to data analysis and discuss them here.

Example: "Observation of all of the jail intake personnel during the intake process of twenty-five defendants charged with family abuse or a related crime indicates that threatening verbal comments are made in 34% of the cases. Jail personnel do not currently have any method of documenting such threats, consequently, such threats are never documented and conveyed to the appropriate people."

**Question 4: Describe** any changes that have occurred this quarter to policies, procedures, and protocols regarding the response of agencies and organizations to domestic violence/child abuse. Please **attach a copy** of any new policy/procedure/protocol. Attach additional pages, as needed.

Example: “the lack of documentation of threatening verbal comments made by defendants while being processed into the jail by jail personnel has changed. A new form, placed in the processing room provides a place for these threats to be documented by jail personnel. A copy of the form is sent to the sheriff’s department, and the victim is warned that the defendant has made the comments. A copy of the form is also sent to the prosecutor. “

**Question 5: Explain** how the changes described above enhance the safety of women and children.

Example: “Victim safety is enhanced because the victims are made aware of the threats and can act to protect themselves. Victim safety is also enhanced because the prosecutor is able to bring the threats to the judge’s attention at the bond hearing. “

**Question 6: Explain** how this program is coordinating with the local V-STOP programs and Victim/Witness programs this quarter. Attach additional pages as needed.

Example: “The Family Violence Services Coordinator has asked the V-STOP officer to participate in the Coordinating Council. The V-Stop officer has also agreed to be a member of the Audit team. A list of the services provided by the Victim/Witness staff has been provided to the Family Violence Services Coordinator to prevent an overlap in service provision.”

**Question 7: Describe** how battered women’s advocates are involved in the development and implementation of this project this quarter. Attach additional pages as needed.

Example: “The executive director of the local domestic violence program ‘Safeplace’ is an active member of the domestic violence task force. She and her staff are training the council members on the dynamics of domestic violence, so that all council members have a solid foundation of knowledge. Additionally, she will be providing training to each agency/organization represented on the council in order to promote understanding of domestic violence and help develop a coordinated community response.”

**Question 8: Describe** any materials that were created for this program. Please attach copies of any new materials that have been developed for this program.

Example: “The audit tool for the observation of jail intake personnel was developed. Each intake was observed, the number of threats made, the type of threat, and the person against whom the threat was directed were indicated. Also indicated were the responses of the jail personnel. The form that was used to collect this data is attached.”

**Question 9: Describe** the plans of the program for the next quarter in the following areas (attach additional pages as needed):

**A. Coordinating Council Formation:**

Example: “The first meeting of the coordinating council will be held on March 1<sup>st</sup> at the Department of Social Services. The agenda is attached, as is a list of the people who have been invited and the agency they represent.”

**B. Training:**

Example: “The council will be trained on April 1st on the dynamics of domestic violence, and specifically, why women stay with abusive men. Additionally, the Family Violence Services Coordinator and a staff person from the SafePlace Domestic Violence Program will be attending a training on developing a Coordinated Community Response, offered by Virginian’s Against Domestic Violence.”

**C. Collecting Data:**

Example: “The sheriff has made available twenty-five domestic violence – related 911 calls to the audit team for review and analyze.”

**D. Analyzing Data:**

Example: “A representative from the sheriff’s department, the Commonwealth’s Attorney’s Office, the domestic violence program, and the Family Violence Services Coordinator are each reviewing the twenty-five tapes of domestic-violence related 911 calls. Each person listens to each tape, listening for something different. The sheriff’s representative listens to each tape and tracks the information gathered by the dispatcher to determine the appropriate response of law enforcement. The domestic violence program representative listens to determine how the caller’s safety is addressed and how the caller is treated by the dispatcher. The representative from the Commonwealth’s Attorney’s office listens to determine if the information gathered on the tape is verified, what charges should be pressed. The Family Violence Services Coordinator is listening to determine if children are present, if they have witnessed the event or been a direct victim of violence, and their ages. The synthesis of this information will be presented to the Coordinating Council, and will be included in the next quarterly report.”

**E. Implementing Solutions:**

Example: “The discussions of the coordinating council have already determined that sometimes there is an overlap in services between the domestic violence program and the victim/witness program in the area of court accompaniment. The two programs are working to prevent this so that resources can be better utilized. “

Example: "The analysis of the 911 tapes indicated that dispatchers should inquire if children are/were present during the violence, if they are currently in the home, and their ages. This information should then be relayed to officers responding to the call. Children are potential victims and witnesses, and the current system is not adequately addressing these issues."

**Question 10:** Please indicate any training, consultations, technical assistance, or other resources requested from the Department of Criminal Justice Services. **Please call the Rural Domestic Analyst at (804) 786-5367 if you have questions or needs of an immediate nature.**

The narrative section should be three to six pages in length. Attachments to the narrative should be included with the report (e.g. a new brochure, a newspaper article about a high profile case). With the exception of brochures, all attachments should be standard size (8 1/2" X 11"). Attach additional pages as needed, and clearly mark them as attachments.

Example: As part of the Narrative Section Question 1, a copy of a new policy should be attached, and marked D. Narrative Section Question 1 Attachment.

## **DEFINITIONS**

### **FAMILY ABUSE**

Virginia Code § 16.1-228 defines Family Abuse as follows: "Family abuse" means any act involving violence, force, or threat including any forceful detention, which results in physical injury or places one in reasonable apprehension of serious bodily injury and which is committed by a person against such person's family or household member.

"Family or household member" means (i) the person's spouse, whether or not he or she resides in the same home with the person, (ii) the person's former spouse, whether or not he or she resides in the same home with the person, (iii) the person's parents, stepparents, children, stepchildren, brothers, sisters, grandparents and grandchildren, regardless of whether such persons reside in the same home with the person, (iv) the person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-law who reside in the same home with the person, (v) any individual who has a child in common with the person, whether or not the person and that individual have been married or have resided together at any time, or (vi) any individual who cohabits or who, within the previous twelve months, cohabited with the person, and any children of either of them then residing in the same home with the person.

## **VICTIM**

According to *Virginia's Crime Victim and Witness Rights Act*, a victim is a person who has suffered physical, psychological, or economic harm as a direct result of the commission of any felony and certain misdemeanor crimes. Included misdemeanors are stalking and sexual battery (attempted or completed). The definition of victim includes a spouse or child of any victim, or a parent or legal guardian of a minor victim. If the crime victim is physically or mentally incapacitated, the spouse, parent, or legal guardian of that victim is also counted as a victim.

Programs may continue to offer services to crime victims not included in the Act's definition. This is at the discretion of the staff, and largely depends on the available resources of the locality. Any victim served by the program should be counted in the Quarterly Progress Report.

## **CHILD**

A person **under the age of eighteen**.

## **ELDER**

A person **aged sixty and older**.

**"Elder Abuse"** is defined as the abuse of vulnerable adults the age of sixty and older: those individuals who do not have the mental and/or physical capacity to manage their daily needs, and who are subjected to abuse by a guardian or caretaker.

## **PROTECTIVE ORDERS**

A protective order gives a victim of family abuse the protection of the court against an allegedly abusive family or household member without bringing a criminal action against the abuser.

A police officer must request an **Emergency Protective Order (EPO)** when either of the following conditions applies:

- A warrant for assault and battery against a family or household member has been issued; or
- Reasonable grounds exist to believe that the abuser has committed family abuse and there is probable danger of another offense against a family or household member.

An emergency protective order shall expire 72 hours after issuance. If the expiration of the 72-hour period occurs at a time that the court is not in session, the EPO shall be extended until 5:00 p.m. of the next business day that the Juvenile Court is in Session.

A petition must be filed with the Juvenile Court to obtain a **Preliminary Protective Order (PPO)**. The PPO is not valid until it is personally served on the abuser. Once it has been served, the PPO may be valid for up to 15 days. The PPO will specify a date for a full hearing, which will be held within 15 days and may result in the issuance of a Permanent Protective Order.

A **Permanent Protective Order (PO)** may be issued by a Juvenile Court after a full hearing in which both the victim and the abuser are present, or the respondent has been given personal notice of the hearing and does not attend. The victim must show evidence that she or he has been subjected to family abuse by a family or household member. A PO may be issued for a specific period **not to exceed two years**.

More information about protective orders can be found in “Understanding Your Domestic Relations Rights in Virginia” a booklet produced by the Metropolitan Richmond Women’s Bar Association (804/213-9293).

## CRIME CATEGORIES

The following list shows a breakdown of each category and the types of charges typically recorded in each one. This list is not exhaustive.

HOMICIDE:	Murder, (in)voluntary manslaughter, vehicular homicide
ADULT SEXUAL ASSAULT:	Rape, sexual battery, object penetration, sodomy,
ADULTS MOLESTED AS CHILDREN:	Survivors of child sexual abuse
CHILD SEXUAL ABUSE:	Rape (including statutory), sexual battery, object penetration, sodomy, incest, taking indecent liberties

CHILD PHYSICAL ABUSE:	Assault (misdemeanor or felony), neglect
ELDER ABUSE:	Assault and battery, neglect, or financial exploitation of an elder by a guardian or caretaker
ROBBERY:	Theft from the person (includes employees of a business; e.g. 7-11, purse snatching)
ASSAULT:	Assault and battery (does not include victims who are family or household members of the offender), malicious wounding, attempted murder, felonious assault, maiming, stabbing
DOMESTIC VIOLENCE:	Felony or misdemeanor assault against a family or household member (see definition), violation of protective order
OTHER CRIMES AGAINST PERSONS:	Abduction, kidnapping, stalking, curse and abuse, hit and run with personal injury, harassing/ threatening/ obscene phone calls, shoot into/throw missile at occupied dwelling or vehicle, carjacking, brandishing, use of a firearm, extortion, threaten to assault, other threats, indecent exposure, contributing to the delinquency of a minor
DUI/DWI CRASHES:	Crime resulting in personal injury or property damage involving a driver who was intoxicated or under the influence of drugs
PROPERTY CRIMES:	Arson, breaking and entering, burglary, credit card fraud, grand/petit larceny, forgery and uttering, hit and run with property damage, shoplifting, trespassing, unauthorized use of an automobile, worthless check, embezzlement, fraud, property damage
OTHER:	Any crime not listed above

Victims of felony or misdemeanor assaults, who are in a family or household member relationship to the offender, should be counted as “Domestic Violence”, not “Assault”.

## ATTEMPTED CRIMES

Attempted crimes, with the exception of homicide, are categorized as if they were completed. For example, attempted robbery is counted as “Robbery”; attempted burglary is counted as “Property Crime”.

## SERVICE DEFINITIONS

- A. Safety Planning: is the act of developing an individualized plan to reduce the risks of physical violence and other harm caused by a domestic violence perpetrator. The plan should include strategies to maintain basic human needs such as housing, food, health care, childcare, and education for the children. The particulars of each plan will vary depending on whether a woman has separated from the perpetrator, plans to leave, or decides to stay. Plans will also vary according to the resources available. (Adopted from Davis, J. Lyon E. & Monti-Catania, D. (1998). *Safety Planning with Battered Women: Complex Lives/Difficult Choices*. Thousand Oaks, CA: Sage Publications.)
- B. Crisis Intervention: Provision of counseling, emotional support and guidance when a victim is in crisis. This could occur immediately following a crime, preceding/during/following a court hearing, or on an ongoing basis. Crisis is defined as a state of emotional distress. Refer the victim to the appropriate mental health care provider if there is any question about the victim being a danger to herself or others, or otherwise unable to care for herself or her children.
- C. Follow-Up Counseling: Counseling of the victim that is not of a crisis nature. Such counseling might include information about the effects of witnessing domestic violence on children, how to discuss domestic violence with employers, friends, and other family members, and the risks of leaving. This type of counseling is not intended as mental health treatment. Refer the victim to the appropriate mental health care provider if there is any question about the victim being a danger to herself or others, or otherwise unable to care for herself or her children.
- D. Referral for Shelter/safehouse: Assistance contacting the domestic violence program serving the jurisdiction where the client lives or any



other shelter/safehome program in order to obtain any of the services offered by the shelter/safehome program.

- E. Referral for Financial Assistance: Assistance contacting programs, agencies, or other organizations (including faith-based organizations) to obtain emergency financial assistance for the victim and/or her children because of a domestic violence situation. This includes referring the victim to the Victim/Witness program to determine if the client is eligible to file a claim for compensation from the Crime Victim's Compensation Fund.
- F. Information and Referral to Other Services: The Provision of information about services and resources that are available to the victim and/or her children, as well as assistance obtaining those services.
- G. Court Accompaniment: Attending a court proceeding with the victim.
- H. Companion Service: Accompanying the victim to meet with other service providers.
- I. Liaison with other services/service providers: Working with other services/service providers to prevent gaps and overlaps in services for a specific victim.
- J. Protection: provide information on levels of protection available to victims of domestic violence when harm or threats of harm are present. This may include an explanation of the availability of orders of protection, requests for "no contact" restrictions on bonds, requests for a police patrol ride-by, etc. This includes Confidentiality re: Address and Telephone Number: inform victims/witnesses that they may request that their addresses and telephone numbers not be disclosed in court, except when required by a judge for the conduct of a criminal proceeding.
- K. Criminal Justice Process-Options Explanation: Provide explanations of the overall criminal justice process, as well as detailed explanations of each hearing or step in the process (e.g. bond hearings, motions, preliminary hearing, continuances, grand jury, trial, sentencing, etc.). Explain to victims their options with respect to the criminal justice process. This information may include their rights in proceeding with criminal charges, civil avenues for redress, etc. **If the Family Violence Services Coordinator is located within the office of the Commonwealth Attorney, review the information with the Commonwealth Attorney.**

- L. Other services: Other services provided to a specific victim, other than those defined above, that enhance the safety of victims of domestic violence and their children. For example, helping a domestic violence victim arrange a meeting with her child's school to enhance the safety of the child and prevent abduction of the child, or arrange for a safe place to exchange the child between the victim and the perpetrator.

## RESOURCES and CONTACT INFORMATION

### Department of Criminal Justice Services

805 East Broad Street, 10<sup>th</sup> Floor  
Richmond, Virginia 23219

Phone: (804) 786.4000  
TDD: (804) 786.8732  
INFO-LINE: (888) 887.3418 (Toll-Free)  
FAX: (804) 7786.7980  
Webpage: [www.dcjs.state.va.us/victims/index.htm](http://www.dcjs.state.va.us/victims/index.htm)

Mandie Patterson, Chief, Victims Services Section  
(804) 786.3923.  
[mpatterson@dcjs.state.va.us](mailto:mpatterson@dcjs.state.va.us)

John Mahoney, Victims Services Program Administrator  
(804) 786.8008  
[jmahoney@dcjs.state.va.us](mailto:jmahoney@dcjs.state.va.us)

Deb Downing, Violence Against Women Program Analyst  
(804) 371.8635  
[ddowning@dcjs.state.va.us](mailto:ddowning@dcjs.state.va.us)

Kathleen Radford, Sexual Assault Program Analyst  
(804) 371.8635  
[kradford@dcjs.state.va.us](mailto:kradford@dcjs.state.va.us)

Rita Angelone, Violence Against Women Program Analyst  
(804) 225.3900  
[rangelone@dcjs.state.va.us](mailto:rangelone@dcjs.state.va.us)

Wendy Lohr Hopp, Victims Services Analyst  
(804) 371.8634  
[whopp@dcjs.state.va.us](mailto:whopp@dcjs.state.va.us)

Bob Holet, CIMS Programmer Analyst  
(804) 225.4568  
[rholet@dcjs.state.va.us](mailto:rholet@dcjs.state.va.us)

Rural Domestic Violence Analyst – VACANT  
(804) 786.5367

Victims Services Analyst – VACANT  
(804) 786-4628

Tressell Carter, Administrative Assistant  
(804) 371.6507  
[tcarter@dcjs.state.va.us](mailto:tcarter@dcjs.state.va.us)

Beth McCown, Crime Victim Assistance INFO-LINE Coordinator  
(804) 786.4576  
[bmccown@dcjs.state.va.us](mailto:bmccown@dcjs.state.va.us)

Becky Sirles, Training Coordinator  
(804) 786.1980  
[bsirles@dcjs.state.va.us](mailto:bsirles@dcjs.state.va.us)

See the attached Victims Services Section Request for Resources form for a list of available printed resources. The form can also be obtained on the DCJS webpage or by contacting Tressell Carter, Administrative Assistant.

### **Other Agencies and Organizations**

#### **Department of Social Services**

Laura Shown Wegner, Domestic Violence Program Consultant  
Phone: (804) 692.1160  
Fax: (804) 692.2215  
E-mail: [lsw900@email1.dss.state.va.us](mailto:lsw900@email1.dss.state.va.us)

#### **Virginians Against Domestic Violence (VADV)**

Phone: (757) 221.0990  
Hotline: (800) 838.8238  
FAX: (757) 229.1553  
E-mail: [vadv@tni.net](mailto:vadv@tni.net)

#### **Virginians Aligned Against Sexual Assault (VAASA)**

Phone: (804) 979.9002  
Hotline: (800) 838.8238  
FAX: (804) 979.9003  
E-mail: [vaasa@ric.net](mailto:vaasa@ric.net)

## **Virginia Network for Victims and Witnesses of Crime, Inc.**

Sherri Stader, President  
Goochland/Fluvanna County Victim/Witness Program

Phone: (804) 556-5362  
FAX: (804) 556.2126  
E-mail: [sstader@goochland.va.us](mailto:ssstader@goochland.va.us)

### **WebPages**

#### **Virginia's Rural Domestic Violence Task Force**

Hosted by Project Horizon

<http://organizations.rockbridge.net/projecthorizon/ruraltaskforce.html>

#### **Violence Against Women Office**

<http://www.ojp.usdoj.gov/vawo/about.htm>

### **Publications**

1. Pence, E. & Lizdas, K. (1998). *The Duluth Safety and Accountability Audit. A Guide to Assessing Institutional Responses to Domestic Violence.* Contact: Domestic Abuse Intervention Project. (218) 722.2781.
2. Pence, E. (1989). *Coordinated Community Response to Domestic Assault Cases: A Guide for Policy Development.* Contact: Domestic Abuse Intervention Project. (218) 722.2781.
3. National Council of Juvenile & Family Court Judges Family Violence Department. *Effective Intervention in Domestic Violence and Child Maltreatment Cases: Guidelines for Policy and Practice.* (1999) Contact: (775)784.6012
4. National Council of Juvenile & Family Court Judges Family Violence Department. (1998). *Family Violence: Emerging Programs for Battered Mothers and Their Children.* Contact: (775)784.6012

5. Florida Coalition Against Domestic Violence. *Domestic Violence in Rural America. A Resource Guide for Service Providers*. (1999). Contact: (850) 425.2749.
6. Florida Coalition Against Domestic Violence. *Domestic Violence in Rural Underserved Areas: A Guide to Working with Diverse Communities*. (1999). Contact: (850) 425.2749.
7. Metropolitan Richmond Women's Bar Association "Understanding Your Domestic Relations Rights in Virginia" (2000). Contact: (804) 213.9293.



## ***Victims Services Section***

### **Request for Resources**

The Victims Services Section of the Department of Criminal Justice Services (DCJS) has developed a variety of resources designed to assist victims and witnesses of crime. If you are interested in receiving any of the following items, simply indicate the number desired and return this form to the address listed. Please allow 3 to 4 weeks for delivery.

<b>QUANTITY</b>	<b>RESOURCE TITLE</b>
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_____	An Informational Guide for Sexual Assault Victims in Virginia
_____	An Informational Guide for Domestic Violence Victims in Virginia
_____	An Informational Guide to Virginia's Crime Victim and Witness Rights Act
_____	A Summary of Virginia's Crime Victim And Witness Rights Act
_____	Virginia's Crime Victim and Witness Rights Act Laminated Cards
_____	Virginia's Crime Victim and Witness Rights Act Poster
_____	Going to Court: An Activity Book for Children
_____	Victim Impact Statement
_____	Stalking: A Guide For Victims
_____	Directory of Victim/Witness and Victim Assistance Programs in Virginia
_____	Directory of V-STOP Programs
_____	Virginia Crime Victim Assistance – INFO-LINE Posters
_____	Virginia Crime Victim Assistance – INFO-LINE Cards
_____	Map/Listing of Victim/Witness Programs in Virginia
_____	Map/Listing of Rural Programs in Virginia

Please send resources indicated above to:

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Street:** \_\_\_\_\_

**Post Office Box:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

NOTE: We must have a street address for large shipments (any order over 100 brochures).

**Send this form to:**

Victims Services Section  
Department of Criminal Justice Services  
805 East Broad Street, 10th Floor  
Richmond, Virginia 23219  
**Phone:** (804) 786-4000  
**Fax:** (804) 786-7980